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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

Industrial Feeding Program

Agreement Governing Working Relationships Between
Office of Distribution, War Food Administration
Office of Labor Production, War Production Board

Responsibilities of the Office of Distribution, War Food Administration, and the Office of Labor Production, War Production Board in the Industrial Feeding Program have been defined in the Agreement adopted by the Inter-Agency Committee on Food for Workers, October 4, 1943, and subsequent administrative documents issued by both agencies. During the year both agencies have cooperated at Washington and in the field. Recent changes in administrative responsibility within WPB make it desirable to restate field working relationships between Office of Distribution and Office of Labor Production personnel.

1. Liaison

Cooperative working relationships should be maintained between regional and district offices of both agencies and each agency should keep the other currently advised of related activities in the areas of their jurisdictions.

2. Plant Contacts

In the course of their work with procurement agencies, industry divisions within WPB, labor groups and plant management, OLP representatives have occasion to consider the relation of industrial feeding to production. Where problems are believed to exist, the OLP representative will use Form FDA 677 to request assistance from the Office of Distribution. Office of Distribution services deal with organization, installation and operation of food services, quality and price of food served, and food supply problems. Form FDA 677 carries a statement indicating that plant management desires Office of Distribution technical services and provides for the name of the plant official with whom clearance was obtained. Office of Labor Production regional and/or district representatives shall be currently informed of plants assisted in their areas and shall be provided with copies of reports on plants of interest to them.

3. Labor Participation

Office of Distribution personnel will be available to meet with employee representatives where such a procedure is deemed advisable. Office of Distribution findings and recommendations may be released to representatives of the plant employees and discussed with them, except in instances where it is indicated that the report is of a confidential nature and is for discussion only with management and procurement agencies.

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4. Determining Program Requirements

The Office of Distribution, in cooperation with the Office of Labor Production, will recommend equipment and facilities requirements to the WPB Operations Vice Chairman, who will act as claimant therefor.

5. Certification of Priority Applications

The Office of Distribution will certify applications for industrial feeding facilities, submitted on Form WPB-617.

Applications for facilities with a total cost of less than \$100,000 will be forwarded from OLP regional offices to OD regional offices. OD regional offices will submit three copies of Form FDA 678, "Industrial Feeding Facilities Certification Form", to the OLP offices requesting certification.

Applications for facilities costing more than \$100,000, being processed in Washington, will be submitted through the Washington Office of OLP to the Office of Distribution, WFA, Washington. The Office of Distribution, WFA, Washington, will obtain certification through the appropriate regional Office of Distribution and submit copies of Form FDA 678 to the Office of Labor Production, WPB, Washington.

In cases where the Office of Distribution has assisted management or other groups in developing plans prior to the filing of WPB-617 forms, the Office of Distribution certification may be submitted by the applicant along with Form WPB-617. Copies of such certifications shall be forwarded to the appropriate regional Offices of Labor Production.

September 30, 1944

For the Office of Distribution, WFA

----- S. R. Smith /s -----

For the Office of Labor Production, WPB

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